



**IMPORTANT** - Complete all items below if the Job Element procedure described in OPM Handbook X-118 is being flowed. If the KSAO alternative procedure is used instead, complete ONLY the REVERSE SIDE of this form.

NAME OF EMPLOYEE		POSITION APPLIED FOR (Title, series, grade)					ANNOUNCEMENT NUMBER	
JOB ELEMENTS (See crediting plan for more information about each element)	CHECK THE CATEGORY Which best indicates the employee's capability based on how his/her total background relates to the quality level for each job element.					SOURCE OF INFORMATION (e.g., SF 171, Item 21A; VA Form 4676a, Item 5; Award, February 1983, sect.)	POINT VALUE	
	SUPERIOR 4 pts.	SATIS-FACTORY 3 pts.	ACCEPT-ABLE 2 pts.	WEAK BUT OF SOME VALUE 1 pt.	OF NO VALUE 0 pts.			
(SCREENOUT)								
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
REMARKS						TOTAL POINTS ►		
						QUALIFIED <input type="checkbox"/> AT LEAST 2 PTS. ON SCREENOUT ELEMENT		
						<input type="checkbox"/> TOTAL SCORE = 2 X NUMBER OF ELEMENTS OR BETTER		
						NOT QUALIFIED <input type="checkbox"/> LESS THAN 2 PTS. ON SCREENOUT		
HIGH QUALITY FIGURE (Lowest score which indicates high quality for this vacancy) ►						POINTS		
SIGNATURE OF SME PANEL MEMBER		DATE		SIGNATURE OF SME PANEL MEMBER		DATE		
SIGNATURE OF SME PANEL MEMBER		DATE		SIGNATURE OF SME PANEL MEMBER		DATE		

[illegible]